



**On-Site Rigging Services Order Form**

**Hickory Metro Convention Center**

1960 13th Ave Dr SE Hickory, North Carolina 28602  
Phone: (828) 324-8600 Email: [chrystal@hickorymetro.com](mailto:chrystal@hickorymetro.com)

Event Name: _____	Advance Rate Before: _____
Event Date: _____	On-Site Rate After: _____

**RIGGING SERVICES** – Conditions and Regulations

1. Payment information must accompany service order form.
2. No service will be installed until all payment information is received.
3. Advanced rate applies to all orders received by date listed above. All other orders will be considered on-site orders and on-site rates will apply.
4. Any changes in location after initial installation will reflect additional labor at posted rigging rates.
5. Weight limit for signs and banners is 75 pounds.
6. Rigging crews only perform the hanging of signs/banners. Assembly must be completed by the client. All hangings must be ready for installation at time of request. Additional labor charges may be billed for wait time incurred by rigging team.
7. All signs and banners must include all rated hardware necessary for rigging.
8. All signs and banners in public areas must be approved by Facility Management and conform to Show Management regulations.
9. NO REFUNDS will be issued after or during installation.

**PLEASE PRINT CLEARLY OR TYPE**

**Step 1: Provide Event and Contact Information**

Booth Number:	Company/Exhibitor Name:	
Phone#:	Email:	
Address:		
City:	State:	Zip:
Contact Person:		

**Step 2: Provide Rigging Information - Sign/Banner Hanging - Under 75 lbs.**

Set Up Date:	Requested In Time:
Take Down Date:	Requested Out Time:
Location of Hanging:	Estimated Hang Weight:
Size, Number, and Type of Hanging:	
Description of Hanging:	
Special Instructions:	
Materials Needed:	

**TOTAL RIGGING CHARGES:** \$

**SIGN/BANNER HANGING - UNDER 75 LBS**  
**Base advanced rate per sign/banner: \$100.00**

**PAYMENT** – Conditions and Regulations

1. Payment for rigging order request must accompany the order. No exceptions.
2. Payment can be made by cash, credit card (MasterCard, Visa, American Express or Discover), or check (payable to Hickory Metro Convention Center or HMCC). All returned checks will incur a \$35.00 returned check fee. All credit card payments will incur a 4% service fee in addition to the total utility rate amount.
3. Advanced orders must be received by date listed above. HMCC does not guarantee service prior to show opening for late orders.
4. Notice of cancellation must be received prior to first scheduled move-in date to receive credit. Credit will not be given for services installed and not used.

**PAYMENT METHOD**

Cash                      Check                      \*Credit Card 4% service fee will be added to your total.

Name on card:	
Credit Card #:	
Expiration Date:	Security Code:
Billing Zip:	Email:
Authorizing Party:	Date:

Signature: \_\_\_\_\_

Revised: 1-18-2024